



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS

From: Becky Koehler
Bureau Chief of Personnel Management

Subject: Technical Vacancy

Date: January 25, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Friday, January 26, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 8, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Grants Administration Manager
Bureau of Investigations and Compliance
Office of Finance and Administration
Springfield

Attachments
42476

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 8, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Grants Administration Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414 23-40-904-10-01	IPR#:	42476

Office/Central Bureau/District/Work Address:

Office of Finance & Administration / Bureau of Investigations & Compliance / 2300 S Dirksen Pkwy, Springfield, IL.

Description Of Duties:

This position is accountable for the administration of Commercial Vehicle Safety (CVS) grants; the coordination of programmatic and administrative evaluation of grant related programs as well as other CVS programs affected by grant administration, the preparation of reports depicting the progress of grants and programs; and supervising and training Safetynet data input staffer. This position serves as the National Safetynet Contact which involves resolving requests pertaining to crash/inspection reports. This position is additionally accountable for providing staff support to the Illinois Hazardous Materials Advisory Board, including coordinating the development, implementation and monitoring of board recommendations regarding the Illinois Hazardous Materials Emergency Response Plan and training standards for state emergency response personnel.

Special Qualifications:

Required:

- Valid driver's license

Desired:

- Completion of four years of college preferably with major courses in public administration
- Five years of experience working with Commercial Vehicle Safety (CVS) grants
- Working knowledge of governmental operations
- Strong oral and written communication skills, and ability to make presentations to large groups

Shift/Remarks:

8:00 am – 4:30 pm Monday – Friday

*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	9-27-17	POSITION:	Grants Administration Manager
APPROVED BY:	Tom Wise	OFFICE/DIVISION:	Office of Finance & Admin/Bureau of Investigations & Compliance
CODE:	PW414-23-40-904-10-01	REPORTS TO:	Program Support Unit Manager

Position Purpose

This position is accountable for the administration of Commercial Vehicle Safety (CVS) grants; the coordination of programmatic and administrative evaluation of grant related programs as well as other CVS programs affected by grant administration, the preparation of reports depicting the progress of grants and programs; and supervising and training Safetynet data input staffer. This position serves as the National Safetynet Contact which involves resolving requests pertaining to crash/inspection reports. This position is additionally accountable for providing staff support to the Illinois Hazardous Materials Advisory Board, including coordinating the development, implementation and monitoring of board recommendations regarding the Illinois Hazardous Materials Emergency Response Plan and training standards for state emergency response personnel.

Dimensions

Annual Grants Administrated:	8-12; 30 Tasks
Annual Training Programs:	73; 20,000 Trainees
Federal Grant Funds (MCSAP):	\$4,000,000
State Matching Funds:	\$1,000,000
Contractual Funds (MCSAP):	\$20,000
Other State Funds:	\$2,000,000
Annual Training Costs:	\$2,180,000

Nature and Scope

This position reports to the Program Support Unit Manager as do the Compliance Technician, Office Coordinator, Office Specialist, and Office Associate. There are no subordinates reporting to this position.

The Program Support Section administers a wide variety of programs and activities that are either directly or indirectly affected by appropriate grant administration. These programs include, but are not limited to the Motor Carrier Safety Assistance Program (MCSAP), Federal Emergency Response Program, Hazardous Materials Regulations and Enforcement Program, Safety and Compliance Review Program, Intrastate Periodic Inspection Program, Safety Net Program and Motor Carrier Safety Regulatory Program. This position is directly responsible for ensuring that federal and state program objectives are clearly defined and accurately expressed in grants administered. Adequate monitoring and evaluation of grants and related program impacts are also the responsibility of this position to ensure that CVS programs qualify for award of federal grant funds and state matching funds.

The challenges of this position are manifested in the complexity of the Illinois Commercial Vehicle Safety Program and the numerous agencies and regulations involved in the MCSAP grant including the Secretary of State, Illinois Commerce Commission, Department of Nuclear Safety, Emergency Services and Disaster Agency, the Environmental Protection Agency, the Department of Transportation and the Illinois State Police. All aspects of the various regulations must be incorporated in the coordination of the MCSAP grant. The incumbent is further challenged to identify resources to satisfy all program needs. Equally challenging is the development and implementation of a grant program to satisfy the Hazardous Materials Emergency Response Program. This

position must coordinate endeavors with the various directors/and upper management of agencies represented on the Hazardous Materials Advisory Board (HMAB) to ensure the cohesive development of goals and objectives that will satisfy local governmental needs for planning emergency response systems and training emergency response personnel with limited funds.

This position is personally responsible for the administration, development, monitoring and evaluation of grant activities associated with the MCSAP grant and related supplemental grants. The incumbent prepares documentation to qualify CVS programs for award of federal grant funds and to justify state matching funds through the appropriation process. S/He identifies tasks and objectives necessary and/or desirable for the management of MCSAP and recommends to management appropriate funding sources for accomplishment of task and program objectives. The incumbent establishes MCSAP grant objectives in conjunction with the Illinois State Police, U.S. Department of Transportation and CVS program administrators. S/He drafts annual grant proposals and supplemental proposals ensuring incorporation of program objectives and inclusion of all amendments. The incumbent reviews and processes fiscal transactions for all agencies involved in the expenditure of grant funds, to ensure appropriate use and eligibility for federal reimbursement. S/He monitors the progress of grant activities within the various programs and prepares reports for management and U.S. DOT regarding their status. The incumbent is responsible for the evaluation of MCSAP grant tasks either directly or through contractual services. S/He assists in the development of HMAB objectives that are congruent with state and federal program needs. S/He coordinates HMAB meetings, maintains accurate records of all proceedings and coordinates the development of the Board's annual report. S/He also coordinates studies for the HMAB as are necessary to support overall goals and objectives. The incumbent assists in the establishment and conducting of adequate training for emergency response personnel, enforcement personnel and industry throughout the state.

The incumbent is afforded considerable latitude in the performance of duties both in grant administration and in the quality control of training programs. S/He works within established guidelines in identifying grant and program goals. S/He is limited in the development of MCSAP grant program objectives by the numerous regulations involved therefore, the incumbent must be versed in the hazardous materials and motor carrier safety regulations and be able to assist in program presentations pertaining to those regulations. The incumbent accomplishes responsibilities within the parameters of departmental policies and practices as well as divisional goals and objectives.

The incumbent maintains internal contact with Commercial Vehicle Safety personnel to evaluate program needs and monitor program impact of grants administered. S/He keeps management advised of program status as well. Externally, the incumbent maintains frequent contact with agency management involved in the regulation of commercial transportation as well as U.S. DOT representatives regarding grant administration. S/He establishes and maintains effective working relationship with members of the HMAB. The incumbent is in contact with other state agency management for the development of coordinated training programs. S/He also maintains contact with private industry management and professional association directors in order to coordinate the efforts between governmental agencies, the HMAB and the general public.

The effectiveness of this position can be measured by the incumbent's administration of an effective, comprehensive CVS grant program which ensures qualification of CVS programs for federal grant funds, state matching funds and other potential grant funds. Effectiveness is further measured by the incumbent's ability to effectively accomplish goals and objectives set forth by the HMAB.

Principal Accountabilities

1. Prepares appropriate documentation supporting CVS grant proposals in accordance with state and federal requirements to ensure eligibility for grant funds.
2. Reviews grant tasks accomplishments and monitors fiscal transactions to measure progress toward established objectives and ensures compliance with state and federal procurement requirements.

3. Prepares periodic reports for management identifying tasks or programs that are not accomplishing stated objectives and recommending amendments to grant documentation to reflect changes in or the addition of tasks within the program.
4. Recommends to management long-range and short-term goals and objectives of the MCSAP grant to provide for the best utilization of available resources and coordinates resource utilization to provide a programmatic and administrative evaluation of the overall MCSAP.
5. Provides administrative support to the HMAB; serves as a resource in the development of board objectives to ensure incorporation of federal and state program needs; and provides for the assembly of information for inclusion in the Board's annual report.
6. Serves as the National Safetynet Contact resolving requests pertaining to crash/inspection reports and supervises and trains Safetynet data input staffer.
7. Monitors the claims process of MCSAP grant and assigned task numbers to invoice vouchers submitted by all agencies and evaluates cost effectiveness of program.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.